

Subject: Temporary Special Event - Planning Clearance Application
From: LADBS.e-permit@lacity.org
Date: 08/24/2017 12:46 PM
To: lisa@mediadistrict.org

* * * * * IMPORTANT: Read This Message in its Entirety * * * * *

Attached is your Temporary Special Event (TSE) Planning Clearance application obtained via PermitLA.

Unless you receive a subsequent notification within 48 hours specifying otherwise, you **MUST** visit the City Planning Counter located on the fourth (4th) floor of the Metro Construction Services Center (located at 201 N. Figueroa Street, Los Angeles, CA 90012) to review your clearance application with Department of City Planning staff. If such a review is required, you are advised to start the review process early because the Department of City Planning may need additional time to research possible restrictions prohibiting a special event on the property proposed for your event; a fee of \$238.80 must be remitted at the time of review to process your application. You will receive an e-mail notification once your application review is completed and a clearance status is assigned.

The TSE Planning Clearance Application is not a replacement for a TSE permit. The submission of the TSE Planning Clearance Application is only the preliminary step in the TSE permit application process. The clearance **MUST** be approved before a TSE permit application can be initiated.

Thank you for doing business with the City of Los Angeles.

— Attachments: —

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177 KB